9/10/14

Internal Meeting

**meeting times**

internal weekly meeting

Monday at 2:00pm.

mentor meeting every other Wednesday at same time

**professors that need to be invited**

* Dr. Harvey
* Dr. Frank
* Dr. L. Debrunner
* Dr. Moore\*
* Dr. Gupta\* or Dr. Hellsner\*

**code of conduct--------------------------------------------------------------------------------------------------**

1. **mission statement**
   1. done
2. **communication protocols**
   1. groupmeet
      1. organize meeting times
      2. plan goals for the meeting
   2. google drive
      1. database for logs, code, work, videos etc.
   3. email
3. **group responsibilities**
   1. Nils - project manager and team lead
      1. oversees the project and subgroup
      2. setting up meetings
      3. liason between the group and the professors
   2. ryan - head programmer propulsion engineer
      1. in charge of chassis systems and movement
      2. reviews all programs before implementation
   3. Kurt - secretary/document control manager, systems engineer
      1. organize all paperwork and ensure all paperwork is turned in on time
      2. take minutes
      3. swing member (does a little of everything)
   4. Chris - hardware engineer
      1. coding for etch a sketch
      2. arm design
      3. coordinates meetings for etch a sketch subgroup
   5. jimmy - lead ME
      1. liaison between group and the ME dept
      2. comes up with various ME calculations needed for design
   6. donovan - hardware engineer
      1. coding for etch a sketch
      2. arm design
      3. coordinates meetings for etch a sketch subgroup
   7. julian - financial advisor/power systems engineer
      1. controls finances for the team and manages the budget
      2. swing member(does some of everything)
      3. determines the power needed to run each
4. **deliverables**
   1. robot
   2. reports as per syllabus
   3. presentations
5. **Decision-Making Practices**
   1. democracy
      1. we will discuss all possible options and take a group concensus
      2. we support idea with best proof of concept
   2. tie breaker
      1. if there is one, handled by research then above SOP
6. **Conflict Resolution**
   1. seek help from advisor
7. **Dress Code**
   1. internal meetings are casual
   2. official meetings/presentations are business attire
8. **Meeting schedule/policy**
   1. if 5/7 members are present, mark absent members as such
   2. if 3 are more are absent, reschedule
   3. effort taken to try to rechedule meeting, but if no option available, absence marked as absent
9. **Team Dynamics**
   1. RESPECT for one another
   2. determination to win
   3. unity
   4. integrity
   5. knowledge
   6. humility
10. **Violation SOP**
    1. talk to advisor for guidance
    2. if violation deemed sufficiently severe, corrective action will be taken
11. **ethics statement**
    1. we will follow the code of ethics